

Known Issue: KI9.2-70_EX Issues Adding Meal Lines to a Fluid Expense Report Using Quick-fill

UPDATED December 1, 2018

STATUS: RESOLVED

IMPACT: As of Release 5.40, dated December 1, 2018, an Oracle fix has been applied which resolved this issue. When creating a Fluid Expense Report and using Quick-Fill to add expense lines, the system will flag missing information in red and list Expense Entry Errors at the top of the page. Travelers should be able to enter all of the missing information and in doing so, this will clear all of the errors.

ORIGINALLY POSTED: December 1, 2017

When a traveler creates a Fluid Expense Report and uses Quick-Fill to add expense lines, the system generates an error on the Accounting Details for the expense lines added.

The steps that cause this issue to occur are outlined below:

1. Click the Create Expense Report tile from the Fluid Employee Self Service homepage.



2. A new Expense Report will display. Click the Quick-Fill button.

Expense Report

Report: NEXT
Daphne Burch

General Information

*Business Purpose: Attend Meetings
 *Description: Meeting in Atlanta
 Destination Location: ATLANTA
 Reference: [Search]
 Attach Receipt
 Accounting Defaults
 Creation Date: 11/30/2017 Daphne Burch
 Updated on: 11/30/2017

Expense Details

No expenses have been entered.

+ Add Expense
Quick-Fill

3. Enter a date range and select Expense Types.

Quick-Fill

Enter the date range you want applied to the expenses you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

Quick-Fill Options

Date From: 11/28/2017 Date To: 11/29/2017

Add Expense Types 129 rows

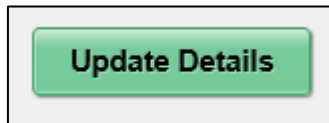
One Day	All Days	Expense Type
<input type="checkbox"/>	<input type="checkbox"/>	Emp Baggage
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Emp Breakfast
<input type="checkbox"/>	<input type="checkbox"/>	Emp Commercial Transp
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Emp Dinner
<input type="checkbox"/>	<input type="checkbox"/>	Emp Ground Gasoline
<input type="checkbox"/>	<input type="checkbox"/>	Emp Incidentals
<input type="checkbox"/>	<input type="checkbox"/>	Emp Laundry
<input type="checkbox"/>	<input type="checkbox"/>	Emp Lodging
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Emp Lunch

4. Click Done. The expense types selected were added to the expense report.

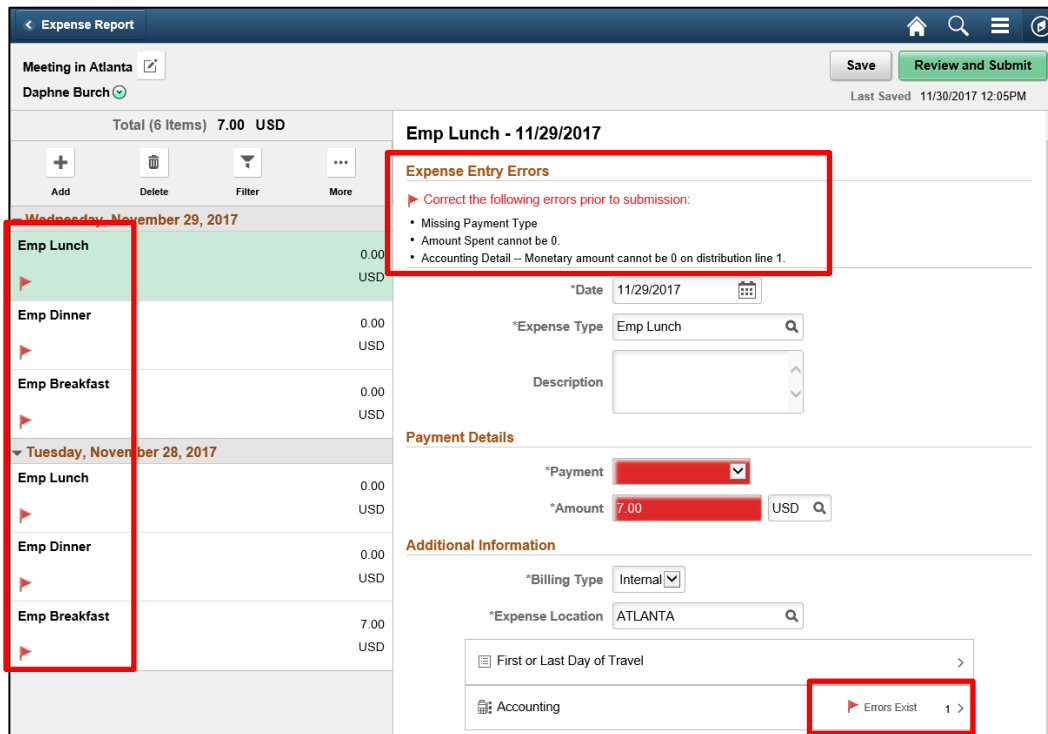
Expense Report

Expense Report ID 0000602421, Meeting in Atlanta, has been created.

5. Select the Update Details button to view the line details.



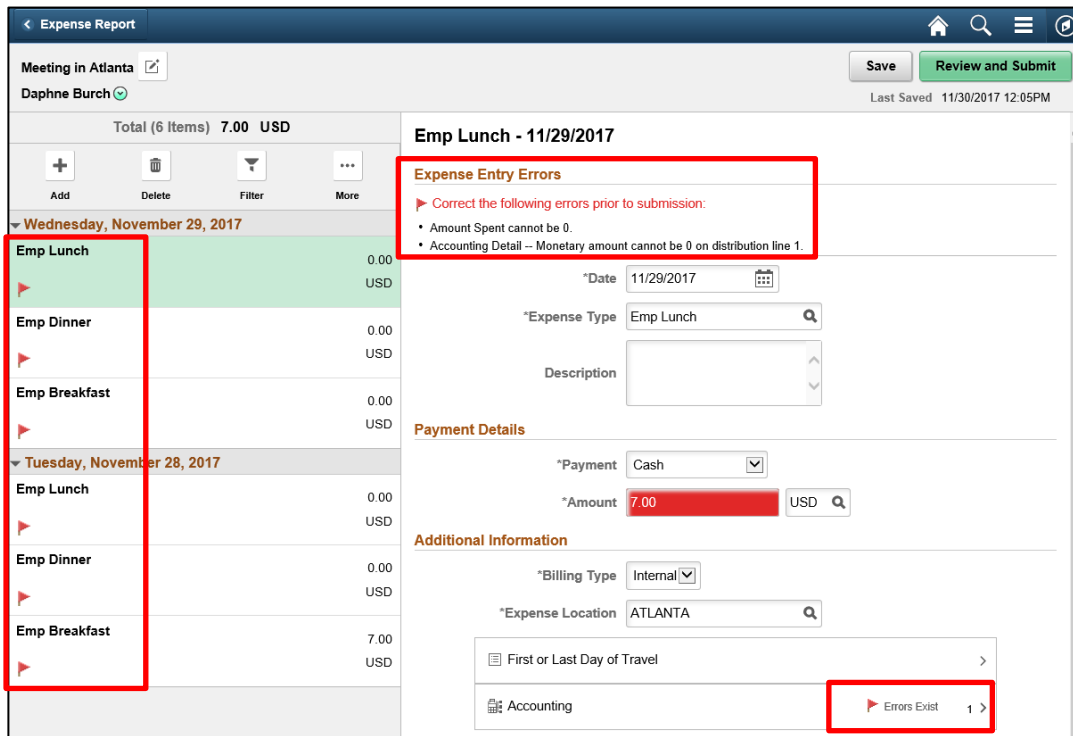
The system will flag missing information in red and list Expense Entry Errors at the top of the page.



The screenshot shows an 'Expense Report' for 'Meeting in Atlanta' by Daphne Burch. The total is 7.00 USD. The report lists items for Wednesday, November 29, 2017, and Tuesday, November 28, 2017. A red box highlights the 'Expense Entry Errors' section, which lists: 'Missing Payment Type', 'Amount Spent cannot be 0', and 'Accounting Detail -- Monetary amount cannot be 0 on distribution line 1'. Another red box highlights the 'Payment' dropdown menu, which is currently empty. A third red box highlights the 'Accounting' field, which shows 'Errors Exist 1'.

Even after selecting a Payment from the dropdown menu, other errors remain due to the system reading the per diem amount as \$0.00.

Clicking Save does not make the errors disappear.



The screenshot shows the 'Expense Report' interface for a report titled 'Meeting in Atlanta' by 'Daphne Burch'. The total amount is 7.00 USD. The interface is divided into a list of items on the left and a detailed view of the selected 'Emp Lunch' entry on the right.

Expense Entry Errors:

- Correct the following errors prior to submission:
 - Amount Spent cannot be 0.
 - Accounting Detail -- Monetary amount cannot be 0 on distribution line 1.

Payment Details:

- *Payment: Cash
- *Amount: 7.00 USD

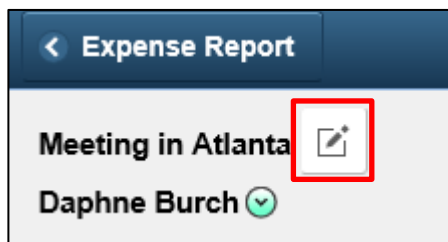
Additional Information:

- *Billing Type: Internal
- *Expense Location: ATLANTA

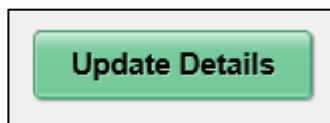
At the bottom right, a red box highlights the 'Accounting' section with the message 'Errors Exist 1'.

Functional Workaround

1. Select the Expense Report Header/General Information button.



2. No changes need to be made. Now select the Update Details button.



The errors due to Amount being \$0.00 will disappear.

Expense Report
Home Search Menu Refresh

Meeting in Atlanta

Daphne Burch

Save Review and Submit

Last Saved 11/30/2017 12:16PM

Total (6 Items) 7.00 USD

+ Add
🗑 Delete
🔍 Filter
⋮ More

▼ Wednesday, November 29, 2017

Emp Lunch	0.00 USD
Emp Dinner	7.00 USD
Emp Breakfast	7.00 USD

▼ Tuesday, November 28, 2017

Emp Lunch	7.00 USD
Emp Dinner	7.00 USD
Emp Breakfast	7.00 USD

Emp Lunch - 11/29/2017

*Date

*Expense Type

Description

Payment Details

*Payment

*Amount

Additional Information

*Billing Type

*Expense Location

First or Last Day of Travel >

Accounting 1 >

Receipt Split

You can also create a Classic Expense report by navigating to **Employee Self-Service > Travel and Expenses > Expense Reports > Create.**

Estimated Resolution

A fix for this issue will be provided by Oracle and an update will be provided as soon as the expected resolution date is determined.

MORE INFORMATION AND SUPPORT: For business impact emergency issues, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For non-urgent issues, contact the ITS Helpdesk via the self-service support website at http://www.usg.edu/customer_services. (This service requires a user ID and password. E-mail helpdesk@usg.edu to obtain self-service login credentials.)

ADDITIONAL RESOURCES: For information about ITS maintenance schedules or Service Level Guidelines, please visit http://www.usg.edu/customer_services/service_level_guidelines. For USG services status, please visit <http://status.usg.edu>.